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# U.S. FOOD AND DRUG ADMINISTRATION VACANCY ANNOUNCEMENT

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FDA IS SMOKE-FREE

**Announcement Number:** FDA-0-4025

**Opening Date:** March 20, 2000

**Closing Date:** July 21, 2000

**Position Title/Series /Grade:** Supervisory Veterinary Medical Officer, GS-701-15

**Promotion Potential:** GS-15

**Organization/Location:** Department of Health and Human Services, Food and Drug Administration, Center for Veterinary Medicine, Office of New Animal Drug Evaluation, Rockville, MD  
**Metro Park North II**

**Salary Range:** \$84,638 - \$110,028 per annum

**Relocation Expenses:** Relocation expenses will be paid.

**Area of Consideration:** Government-Wide (**THIS POSITION IS OPEN TO STATUS CANDIDATES ONLY**)  
*APPLICANTS OUTSIDE THE AREA OF CONSIDERATION SHOULD APPLY TO  
FDA-0-0131, FOR A FAXED COPY OF THIS ANNOUNCEMENT CALL THE FAX BACK  
SYSTEM T 301-827-4287*

**Bargaining Unit Status:** This is a non-bargaining unit position.

**Type of Appointment:** Career/Career Conditional

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**Condition of Employment:** Certain positions within FDA are subject to strict restrictions on financial holdings (FDA regulated financial holdings). To determine whether this position is affected, applicants are advised to seek more information contact the Ethics Staff, Division of Management Programs on (301) 827-5511.

**Supervisory Probationary Period:** Anyone appointed from this announcement must serve a supervisory probationary period of one-year including current Federal employees and those with reinstatement rights.

**Citizenship:** Applicants must be citizens of the United States.

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**DESCRIPTION OF WORK:** The incumbent of this position will serve as the Deputy Office Director for the Office of New Animal Drug Evaluation Center for Veterinary Medicine. The incumbent will participate fully with the Office Director in planning, managing, organizing, and directing all the regulatory review operations, program segment(s), functions, and activities of the Office as carried out by subordinate supervisors/team leaders and a highly trained and skilled staff of (scientific, engineering, medical science, and/or veterinary medical) professionals organized in subordinate organizations responsible for the regulatory review mission of the Office of New Animal Drug Evaluation. Applies their knowledge of administrative and program management principles and skills to carrying out the mission of the Office in association with the Office Director. Seeks and develops the most cost effective and fiscally responsible methods to conduct this programs segments and to solve problems. In consultation with the Office Director, the Deputy Office Director initiates decision-making processes and documents, and participates fully in discussions concerning Office plans, programs, and activities, both in strategic planning and in the actual determination, allocations, and administration of Office program segments, functions and activities. Provides expert advice and counsel concerning approaches and options that are sound and feasible in relation to Office goals and objectives and Federal budgetary and economic realities. Represents the Office in dealing and negotiating with individuals representing organizations such as Congress, other Federal agencies: State, local and foreign governments; the regulated industry; professional and industry organizations; and public interest groups. *Specific duties and responsibilities include:*

Description of Work cont.:

- Serves as the technical expert and advisor to the Director, Office of New Animal Drug Evaluation in the field of management and administration, in the efficient application and use of available resources.
- Advises the Office Director in the planning and execution of the Office budget, including reviewing and managing contracts and purchase orders for goods and services.
- Sets performance goals, including implementing Center and Agency initiatives relating to performance planning.
- Directs an internal programs of quality control by reviewing records, written procedures, files, and correspondence to ensure proper application of Office, Center, Agency and government wide policies and procedures.
- Directs merit staffing of all technical and support positions with the Office, including directing advertising and recruitment programs, the performance planning system, and career development functions.
- Responsible for furthering the goals of equal employment opportunity by taking positive steps to assure accomplishment of affirmative action objectives and by adhering to non-discriminatory practices in regard to race, color, religion, sex, national origin, age or handicap.

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**QUALIFICATION REQUIREMENTS:** Candidates must have 52 weeks of specialized experience equivalent to the next lower grade level. Candidates must meet all the qualification requirements, including the time in grade, within 30days after the closing date.

**VETERINARY MEDICAL OFFICER, GS-701**

Applicants must possess a degree of Doctor of Veterinary Medicine or equivalent degree at a school approved or accredited by (a) the American Veterinary Medical Association (AVMA), (b) a State department of education, or (c) a State Board of Veterinary Medical Examiners.

Graduates of foreign veterinary medical schools who do not meet the requirements specified above must furnish proof of (a) graduation from a veterinary medical school, (b) comprehension of and ability to communicate in the English language, and (c) passage of the written examination in veterinary medicine of the Educational Commission for Foreign Veterinary Graduates of the U.S. National Board of Veterinary Medical Examiners. Proof of English language proficiency may be met by (1) achieving a total score on the Test of English as a Foreign Language at least 550 with a listening comprehension score of at least 60 points, (2) earning an advanced degree (i.e., an MS or Ph.D.) at a U.S. college or university, or (3) graduating from a U.S. or Canadian English speaking high school. The following are exceptions to these requirements:

- Veterinarians who qualified between 1965 and 1972, who hold certificates under the program of the Educational Commission for Foreign Graduates.
- Veterinarians who are graduates of foreign veterinary colleges that were included on the September 1, 1963, list entitled, "Foreign Veterinary Colleges Evaluated by the Council on Education, American Veterinary Medical Association, : and who entered the United States or Canada and qualified as eligible for private practice or Federal employment on or before December 31, 1972.

**SPECIALIZED EXPERIENCE** is experience, which is typically in or directly related to the work of the position.

**METHOD OF EVALUATION AND BASIS OF RATING** Candidates found basically qualified will be evaluated on the extent and quality of experience, education, training, awards, etc. as shown on the application. Plus data obtained from the attached knowledge skills and abilities (KSA's). No written test is required.

1. *Knowledge of management, administrative, and supervisory practices and procedures required to plan and direct the work through subordinate supervisors and scientific and administrative staff.*
2. *Knowledge of appropriate fields of science.*
3. *Ability to communicate orally, to conduct meetings and negotiate.*
4. *Ability to communicate in writing.*
5. *Knowledge of the federal (or other organizational) budget process.*

It is strongly recommended that applicants address the knowledge, skills, and ability statements in detail.

**HOW TO APPLY:**

Candidates may submit one of the following: an Application for Federal Employment (SF-171), an Optional Application for Federal Employment (OF 612), resume, curriculum vitae, or any other written format. Your application must include the following information:

1. Title, series, grade, and vacancy announcement number of the vacancy for which you want to be considered.
2. Full legal name and mailing address.
3. Daytime and evening telephone numbers.
4. For experiences most relevant to this position, include name of employer, dates of employment, job title, start and end dates, and a description of your duties and responsibilities for each job listed.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location, and date of educational institutions attended.
7. Type of degree, if any, and date received.
8. Major field of study.
9. List of relevant training including, course titles, dates, and number of hours and name of institution.
10. Description of honors, awards, and special qualifications, such as language skills or computer skills, along with dates acquired.
11. Clearly identify U.S. Citizenship (Proof required prior to employment).

**PROOF OF EDUCATION:** Candidates may submit a College transcript (official or unofficial) or, if not available, a list of college courses and Certificate of scholastic achievement. List should include a course description of any course(s) not readily identifiable by title, number of semester hours and grade.

Qualifying education gained at colleges and universities in foreign countries must be evaluated in terms of its equivalency to that acquired in American colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation. A letter containing the results **MUST** accompany the application package.

**CREDIT FOR EDUCATION:** When academic credit is expressed in contract months, units, or other terms that differ from conventional semester or quarter hours, it is the responsibility of the applicant to provide an interpretation of such credits from the appropriate institution in order to equate them to the semester or quarter hours specified in this announcement.

**SUPPLEMENTAL QUALIFICATIONS STATEMENT (enclosed with this announcement). It is strongly recommended that each applicant address the knowledge, skill, and ability statements in detail.**

- ☒ Written response to the knowledge, skills and abilities
- ☒ If claiming veteran's preference, attach a copy of your DD214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.
- ☐ College transcripts or list of courses, including title, credit hours and grade for each course if qualifying on education and/or changing occupational series;
- ☒ Current federal employees must submit most recent performance appraisal/evaluation
- ☒ Current and former federal employees must submit a copy of their most recent SF-50, Notification of Personnel Action
- ☒ Application Background Survey: Please return the Background Survey with your application. The information you provide is used for statistical purposes. The return of this form will have no impact on your consideration for this position.

Displaced Employees Requesting Special Selection Priority Consideration Under The Interagency Career Transition Assistance Program (ICTAP)

If you are a displaced Federal employee, you may be entitled to receive priority selection under the ICTAP.

***To be eligible for the special selection priority, you must meet all of the following:***

- (1) Be a displaced Federal employee;
- (2) Submit a copy of your current (or your last) performance rating of record of at least fully successful or equivalent;
- (3) Apply for a vacancy at or below the grade level from which you were or are being separated, that does not have a greater promotion potential than the position from which you have been or are being separated from;
- (4) Occupy, or was displaced from a position in the same local commuting area of the vacancy;

(5) Submit an application (including all required documentation) for a specific vacancy within the periods established on the announcement and meet all the application and eligibility criteria;

(6) Submit proof of eligibility; and

(7) Be rated well qualified for the position.

"Well Qualified" means: a displaced employee must meet the minimum qualification and eligibility requirements for the position (including any selective factors), and be rated and ranked to determine the extent to which he/she possesses the knowledge, skills, and abilities (KSA's) to succeed in the position being filled. Under delegated examining procedures, the displaced employee must receive a score of 90 or better to receive selection priority.

Displaced employees may submit any (one) of the following as proof of eligibility for the special selection priority:

- (1) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area;
- (2) Documentation, e.g., SF-50, Notification of Personnel Action, showing that you were separated as a result of RIF, or for declining a directed reassignment or transfer of function to another commuting area;
- (3) Official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated;
- (4) Official notification from OPM that your disability annuity has been or is being terminated; or
- (5) Official notification from the Military Department or National Guard Bureau that the employee has retired under 5 U.S.C. 8337(h) or 8456.

#### **Veteran's Preference for Federal Jobs: CE -101**

If you served on active duty in the United States Military and received an honorable or general discharge, you may be eligible for veteran's preference. Service starting after October 15, 1976 requires a Campaign Badge, or Expeditionary Medal or Service connected disability requirements. For information about eligibility requirements, call 912-757-3000 and request

To claim veteran's preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.

-If claiming 5 point veteran's preference, list the dates (month, day, year) and branch of any active duty served.

-If you claim 10 point veteran's preference attached an SF-15, Application for 10 Point Veteran's Preference, plus the proof required by that form.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 10, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the U.S. Office of Personnel Management web site at [www.opm.gov](http://www.opm.gov).

***All applicants will receive equal consideration without regard to race, religion, color, national origin, sex, disability, sexual orientation, political affiliation, age or any other nonmerit factor.***

***Vietnam era veterans, disabled veterans, individuals with disabilities, and other individuals eligible for special appointing authorities are encouraged to apply.***

#### **WHERE TO OBTAIN FORMS**

Office of Personnel Management web site at <http://www.usajobs.opm.gov>.

#### **WHERE TO SEND FORMS:**

ADDRESS: Food and Drug Administration  
Center for Veterinary Medicine  
Metro Park North II, Room N431  
7500 Standish Place  
Rockville, MD 20855  
(301) 827-1592

Additional forms and information may be obtained from the address above or by calling Sharon Chartos (301) 827-1593, (Voice/TTY) or the FDA Job line (301) 443-1969.

FDA vacancy announcements are available by fax by calling our FaxBack number at (301) 827-4287.

Applications received become the property of the Center for Veterinary Medicine (CVM) and will not be returned.

In accordance with 18 U.S.C. 1719 and 39 U.S.C. 3201 SEQ., applications will not be accepted from applicants using franked government envelopes, or postage paid agency envelopes or metered mail.

**All applications material must be postmarked or received by the closing date of this announcement.**